

County of Los Angeles
DEPARTMENT OF PUBLIC SOCIAL SERVICES

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May 19, 2009

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**RECOMMENDATION TO AWARD A CONTRACT TO SPECIAL SERVICES FOR
GROUPS FOR CAPACITY BUILDING SERVICES IN THE FIRST SUPERVISORIAL
DISTRICT SOUTH EAST LOS ANGELES SUB-DISTRICT
(FIRST DISTRICT - 3 VOTES)**

SUBJECT

Board approval is requested to delegate authority to execute a Community Services Block Grant (CSBG) contract with Special Services for Groups (SSG) for Capacity Building Services in the First Supervisorial District, South East Los Angeles (SELA) sub-District.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Delegate authority to the Director of the Department of Public Social Services (DPSS) to execute a contract with SSG substantially similar to the attached contract (Attachment A). The contract will be effective June 1, 2009 or one day after Board approval, whichever is later, through May 31, 2010. The funding for this service will be a portion of the First District's initial Program Year 2008 CSBG allocation and the first surplus allocated to the First District. This is a one-year contract, with no option to renew. Funding for this contract term is \$100,000.
2. Delegate authority to the Director of DPSS to negotiate and execute contract amendments for any increase or decrease, not to exceed 25 percent of the original contract amount, when the change is necessitated by additional and necessary services. Any such amendment would be contingent on continued satisfactory contractor performance, available funding, and approval by County Counsel and the Chief Executive Office (CEO).

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

The recommended action will allow the nonprofit agencies to improve their effectiveness through training and education. This will be conducted through innovative strategies that will assist nonprofit and public agency service providers in organizational development, program effectiveness, and performance management to better enable them to assist the low-income population of Los Angeles County.

The purpose of the CSBG program is to assist low-income individuals and families to achieve economic self-sufficiency through a variety of programs and services, such as employment, counseling, education, housing assistance, emergency services, nutrition, youth services, senior services, and health-related services. Currently, there are a total of 123 contracts with 66 Community-Based Organizations that provide CSBG services throughout the five Supervisorial Districts.

Implementation of Strategic Plan Goals

These recommendations are consistent with the principles of the Countywide Strategic Plan Goal #5, Children and Families' Well-being as measured by achievements in the five outcome areas adopted by your Board: good health; economic well-being; safety and survival; social and emotional well-being; and education/workforce readiness.

FISCAL IMPACT/FINANCING

The maximum contract amount for the one-year period is \$100,000, which is 100 percent federally funded. There is no impact on net County cost. The total projected cost is included in the Fiscal Year 2009-2010 Proposed Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The award of this contract will not result in unauthorized disclosure of confidential information and will be in full compliance with federal, State and County regulations.

The award of this contract will not result in a reduction of County services.

The contract is not projected to have any negative impact on employee relations.

The contract includes the provision that requires the Contractor to comply with the Los Angeles County's Child Support Enforcement requirements.

The contract includes Contractor Responsibility and Debarment language.

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Provisions for the County's Jury Service Program have been included in the contract. The contractor is in compliance with the Jury Service Program.

The contract includes provisions for performance standards/outcome measures.

The Safely Surrendered Baby Law provision is included in the contract, which requires the contractor to notify and provide a fact sheet to their employees regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County and where to safely surrender a baby.

The contract includes the provision for the contractor to first consider hiring County employees targeted for layoff or qualified former County employees who are on a re-employment list during the life of the contract when filling future vacancies.

County Counsel and the CEO have reviewed this Board letter and the sample contract has been approved as to form by County Counsel.

CONTRACTING PROCESS

In December 2008, the Board approved the Department's request to release a Request for Proposals (RFP) for Capacity Building Services in the First Supervisorial District, SELA sub-District. Two proposals were submitted on the proposal due date of February 5, 2009. Special Services for Groups was selected as the highest ranked proposer.

On November 25, 2008, the Board suspended the use of consensus scoring for all future solicitations and for all solicitations currently in progress. The Capacity Building Services RFP did not reference a scoring process and the evaluation had not started. As a result, we scored the proposal using the Informed Averaging method. The proposal with the highest overall score is being recommended for contract award for Capacity Building Services in the First Supervisorial District, SELA sub-District.

Both proposers have been notified, via letters mailed on March 9, 2009, of the final outcome and recommendation. The proposer who was not recommended for contract award filed for a debriefing. A debriefing meeting was conducted on March 25, 2009. The proposer did not pursue the next level of protest.

The contract does not include a Cost of Living Adjustment.

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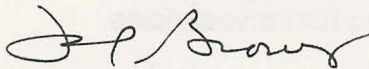
IMPACT ON CURRENT SERVICES

The award of this contract will not infringe on the role of the County in relationship to its residents, and the County's ability to respond to emergencies will not be impaired. There is no change in risk exposure to the County.

CONCLUSION

Upon Board approval, the Executive Office, Board of Supervisors, is requested to return one adopted stamped Board letter to the Department of Public Social Services.

Respectfully submitted,



Philip L. Browning
Director

Attachment

PLB:EK:dj

c: Chief Executive Officer
Acting County Counsel
Executive Officer, Board of Supervisors
Community Action Board